

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Record Copying Requirements

REFERENCES : (a) Multiple Adse Memo dtd 26 May 72 fr Ex. Dir. -Compt.,
subject: Information Control -- Archives, History,
and Records

(b) Memo dtd 26 July 68 to D/PPB fr DD/S, subject:
Copy Machine Study

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 6.

2. We have reviewed the volume and cost of current copying operations in the Agency and believe a more efficient control over the proliferation of paper should be made. The total cost of Agency record copying now exceeds \$1 million each year. The reproduced documents amount to about 34 million annually (30 stacks as high as the Washington Monument). Presently there are 109 Xerox machines and approximately 128 copiers of other types producing this substantial volume of paper within the Agency (Attachment 1).

3. Approximately 47 percent of Headquarters copiers are Xerox and they account for 85 percent of the print volume. The number of Xerox machines has increased by 50 percent since the Copy Machine Study was made by the Office of Planning, Programming, and Budgeting in 1968 [Reference (b)], and the volume of Xerox printing has tripled. The current trends in Agency record copying requirements are toward speed and convenience in spite of substantial increased cost. As components obtain faster machines, there is more tendency to use them for longer runs (75-100) which are normally considered work for duplicating presses.

4. The overriding reason for the spectacular growth in copying volume and cost in the Agency is the continuing improvement in Xerox equipment, their ingenious pricing techniques, and sales methods. The current salesmen, with a list of 220 names,

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business phones, and room numbers of Agency employees (current Xerox users, many of whom are under cover) in Headquarters area buildings, are persuading the users to upgrade their equipment to the new Xerox 4000. This new copier costs a minimum of \$600 a year more for the same number of prints, but prints them faster. The successes of the Xerox salesmen are evidenced by the fact that 18 Xerox 4000's have now been rented, and there are an additional 20 Xerox machines which are potential candidates for conversion by Xerox standards. This adds up to an additional \$22,800 minimum per year for the same number of prints, but with added convenience and speed. A phenomenon which invariably occurs with the arrival of a faster machine is that the print volume again begins to rise and this, in turn, provides a justification for further upgrading of equipment (by Xerox standards) in a continuous upward spiral.

5. The Office of Logistics has no regulatory power over purchase of reproducing equipment and serves only as a technical advisor on requests for printing and reproduction equipment. Controls over the acquisition and use of copying machines are a responsibility of each Directorate.

6. Reference (a) provides potential mechanisms which can be used for the development and control of record copying requirements by each of the Directorates in connection with the new records management program. It is recommended that the CIA Records Management Board be requested to look into this problem in order to develop more efficient procedures for management of copying operations. (In the Headquarters area we are reproducing enough copies to fill 2,000 four-drawer safes per year.) Suggested topics for consideration are contained in Attachment 2. They comprise those policy matters which should be considered by the Records Management Board, and the management of copying operations which is an appropriate function of the Office of Logistics.

John W. Coffey
Deputy Director
for Support

2 Atts

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The recommendation contained in paragraph 6 is approved.

W. E. Colby
Executive Director-Comptroller

Date

Distribution:

Orig - DD/S
1 - ER
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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Record Copying Requirements

FROM:

Director of Logistics
1227 Ames Center Bldg.

EXTENSION

NO.

DATE

8 OCT 1972

STATINTL

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. SSS-DD/S
710 Magazine Bldg.

21 Nov 8/62

2.

3. Deputy Director for Support
7D18 Hqtrs. Bldg.

4.

5.

STATINTL

6.

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Jack,

STATINTL

The attached review of the use of records copying machines, which has been coordinated with Mr. [REDACTED] of your Staff, contains recommendations aimed toward more effective control of these machines and the proliferation of record copies which they are currently producing.

It is our opinion that the first step toward a solution is the establishment of a positive Agency control policy by the Records Management Board which clearly delineates the role of this Office in managing the acquisition and use of copying equipment.

John F. Blake
Director of Logistics

OL-2 6237

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Record Copying Requirements

FROM:

Deputy Director for Support
7D18 Hqtrs. Bldg.

EXTENSION

NO.

DATE

STATINTL

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Executive Director-
Comptroller
7E12 Hqtrs. Bldg.

2.

3. Deputy Director for
Support
7D18 Hqtrs. Bldg.

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APPROVAL

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COPYING STATISTICS

<u>Machines in Use in Hqs. Area</u>	<u>Print Vol.</u>	<u>Annual</u>	<u>Cost</u>
Savin 10			
Apeco 4			
Copytron 5			
Dennison 15			
Royfax 4			
3M 13			
SCM 15			
Remington 5			
Copystat 1			
A. B. Dick 21			
GAF 2			
IBM 3			
Thermofax 30			
128	5.5 million		\$ 125,000
*Xerox 109	28.8 million		
		Rentals	569,596
		Supplies	153,984
		Accessories	37,920
			<u>761,500</u>
237	34 million		886,500
Labor			
34 million @ .004 average			<u>136,000</u>
			\$1,022,500

*Exclusive of copyflows and computer forms printers

SUGGESTED TOPICS

Policy - Records Management Board

1. Establish policy and guidelines on what should and should not be copied, including destruction information on certain documents copied.
2. Establish policy guidance with regards to contacting vendors and initiation of purchase orders for copying equipment. This would include mandatory review by the Office of Logistics of all requirements for new copying equipment before purchase action is initiated.

Management of Copying Operations - Office of Logistics

1. Establish uniform criteria for required print quality, i.e., when to use Xerox, and when other electrostatics will do.
2. Determine feasibility and legality of standardization of types of small copiers to simplify supply and parts stocking, maintenance, etc. (Fourteen different makes of copy machines are now in use.)
3. Insure that Xerox meter cards are sent to a central point in Headquarters before going to Xerox, and that data from the cards is recorded and utilized promptly to monitor machine usage.
4. Insure that up-to-date records are kept of location, types, and monthly usage of all 237 machines in use in the Headquarters area.
5. Issue bulletins to all users regarding new equipment, accessories, pricing, etc., to serve in lieu of promotional sales visits by vendors' representatives.
6. Conduct periodical analyses of usage on large volume machines (number of prints per original) to insure that the most economical rental plan is in effect.
7. Obtain cooperation of vendors in carrying out new Agency policies and procedures by conferences with vendor management.

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